

**Minutes**  
**MONROE COUNTY AIRPORT AUTHORITY – VIA TELECONFERENCE**  
**ANNUAL MEETING MINUTES**  
**March 17, 2021**

**Present:**

James G. Vazzana, Esq.                      Chairman  
Charles Henry Stuart  
John J. Perrone, Jr.  
Susan Keith  
Hon. Stephen Brew  
Hon. Joshua Bauroth

**Excused Absence:**

R. Thomas Flynn                              Vice- Chairman

**Others Present:**

Andrew Moore                              Administrative Director  
Robert Franklin                              Treasurer  
Maryanne Fedison                              Assistant Treasurer  
John P. Bringewatt, Esq.                      Secretary  
Donald L. Crumb, Jr., Esq.                      Assistant Secretary  
David Young  
Donna Schott  
Michael Wall  
David Haas  
Jose Santiago                                  US Airports

Meeting was called to order by the Chairman Vazzana @ 12:00 PM  
The Pledge of Allegiance was led by Administrative Director Moore.

**Approval of the Minutes from March 18, 2020**

Moved by Member Stuart and seconded by Member Keith that the minutes be approved without changes. The motion passed unanimously 6-0.

**Appointed of Officers**

**Proposed Slate:**

Chairman Vazzana proposed the following appointed officers as annually required by the Authority By Laws: R. Thomas Flynn as Vice – Chairperson, Donald L. Crumb, Jr., Esq., as Assistant Secretary and Maryanne Fedison as Assistant Treasurer. Moved by Member Brew and seconded by Member Keith. The motion passed unanimously 6-0.

**Other Business**

No other business presented.

A motion was made to adjourn the meeting by Member Brew and seconded by Member Stuart.  
Meeting was adjourned @ 12:06 pm.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.  
Assistant Secretary

Dated: *March 24, 2021*

**Minutes**  
**MONROE COUNTY AIRPORT AUTHORITY – VIA TELECONFERENCE**  
**REGULAR MEETING**  
**March 17, 2021**

**Present:**

James G. Vazzana, Esq., Chairman  
Hank Stuart  
Hon. Stephen Brew  
Hon. Joshua Bauroth  
Susan Keith  
John J. Perrone, Jr.

**Excused Absence:**

R. Thomas Flynn, Vice-Chairman

**Others Present:**

Andrew Moore	Administrative Director
John Bringewatt	Secretary
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
David Young	
Donna Schott	
Dave Haas	
Michael Wall	
Jose Santiago	US Airports

Meeting was called to order by the Chairman Vazzana @ 12:07 PM

**Approval of the Minutes from January 20, 2021**

The minutes were approved without changes. A motion to accept the minutes was moved by Member Brew and seconded by Member Keith. The motion passed unanimously 6-0.

**Treasurers Report**

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business and the statement for credit card usage for the period of January 2021 through February 2021. Both were submitted within the required 10 days and with appropriate supporting documentation.

A motion to accept the report on Travel and Business expenses, totaling \$19.98, was approved by Member Keith and seconded by Member Brew and unanimously approved 6-0.

A motion to accept the report on Credit Card Usage, containing 2 charges totaling \$19.98, was made by Member Brew and seconded by Member Keith. The motion passed unanimously 6-0.

**Finance Committee Report**

Presented by Member Stuart, Finance Chair

**Governance Committee Report**

Presented by Member Keith as T. Flynn, Governance Chair was absent.

**Audit Committee Report**

Presented by Member Stuart in Member Perrone's temporary absence due to sound malfunction

**Approve Submission of the Annual Report and Acceptance of 2020 Audit Report by Bonadio & Co., LLP**

Assistant Treasurer Fedison reported that Bonadio had presented earlier to the Audit Committee the 2020 Audit Report and the Audit Committee made a report to the board with a recommendation that the board pass a motion to approve board policies and the 2020 Audit as presented. A motion to approve and adopt was moved by Member Stuart and seconded by Member Keith. The motion passed unanimously 6-0.

**Authorization to Amend the Monroe County Airport Authority Documents to Change the Name of the Greater Rochester International Airport to the Frederick Douglass – Greater Rochester International Airport**

Member Brew asked if the name change had been approved by the FAA and Administrative Director Moore confirmed it had. A motion to approve and adopt was moved by Member Bauroth and seconded by Member Brew. The motion passed unanimously 6-0.

**Litigation Report**

Assistant Secretary Crumb reported the annual litigation report to the board.

**Traffic Report**

Dave Haas presented the traffic report which showed enplanements for the month of January of 21,672 and February of 24,209.

**Director's Report**

Director Moore opened his report with good news of Governor Cuomo suspending restrictions for Domestic travel beginning April 1, 2021. Director Moore is working with the Airport Fire Department and Airport Operations for the Tri-Annual Drill due in September 2021.

Director Moore asked the committee for their approval to hold the next committee meetings slated for May 19, 2021 in the International Arrivals Hall. The committee unanimously concurred.

Director Moore reported that the County Legislator has formed a Frederick Douglass Advisory Committee, whose purpose is to establish a presence of the statue and history of Frederick Douglass at the airport.

Member Brew asked about other airlines coming to the ROC Airport and what we will do to promote their arrival. Director Moore stated that he consistently talks with airlines to promote ROC.

Member Brew asked if there was any more COVID-19 funding for airports and Director Moore stated there is and according to Senator Schumer, ROC will be receiving another \$12 M in stimulus funding. This would be in addition to the \$5.1M Cares Act monies that we have already applied for.

**Other Business**

There was no other business.

A motion to adjourn was made by Member Stuart and seconded by Member Keith.  
Meeting was adjourned @ 1:18 pm.

The next Board Meeting is May 19, 2021.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: *March 24, 2021*

# MONROE COUNTY AIRPORT AUTHORITY

## RESOLUTION NO. 7 of 2021

### APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2020 AUDIT REPORT BY BONADIO & COMPANY, LLP

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Annual Report for the Monroe County Airport Authority as presented at this meeting, is hereby accepted and it is authorized and directed that said report be filed with NYS Authority Budget Office, the County Executive, Chief Financial Officer, and President of the County Legislature for the County of Monroe in compliance with Section 2800 of the Public Authorities Law. The financial reports included as part of the Annual report are hereby approved. Maryanne Fedison, Assistant Treasurer, is designated to certify the Annual Report, and any portions thereof, requiring certification by the Public Authorities Law.

Section 2. Public Authorities Law Section 2824 requires the establishment of policies regarding payment of salary, compensation and reimbursement and rules for time and attendance of the chief executive and senior management. The Authority hereby determines that said policies and rules are not required since all services to the Authority are rendered by the County of Monroe pursuant to a Lease and Operating Agreement dated September 15, 1989 and the Authority has no employees and has not created any employee positions.

Section 3. Based upon the review and recommendation of the Audit Committee the Monroe County Airport Authority hereby readopts the policies, as revised and updated, as follows: Business and Travel Expense Policy; Code of Ethics Policy; Credit Card Policy; Disbursement Policy; Extension of Credit to Board Members and Executive Officers Policy; Fixed Asset Policy; Internal Controls and Financial Accountability Policy; Investment and Deposit Policy; Procurement Disclosure Policy, Procurement Policy; Tracking, Inventory, and Disposal of Assets and Acquisition of Real Property; Travel Policy; and Whistleblower Policy. (<https://rocairport.com/mcaa>)

Section 4. The Authority having reviewed the 2020 Financial Statements and Independent Auditors' Report prepared by Bonadio & Company, LLP hereby accepts said Report and authorizes its filing as required by the Public Authorities Law.

ADOPTION: Dated: March 17, 2021

Vote: 6-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary, Monroe County Airport Authority, do hereby certify that the within Resolution was duly adopted by the Monroe County Airport Authority at a General Meeting held March 17, 2021

Dated: *March 17, 2021*



Donald L. Crumb, Jr., Esq., Assistant Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 8 of 2021**

**AUTHORIZATION TO AMEND THE MONROE COUNTY AIRPORT AUTHORITY  
DOCUMENTS TO CHANGE THE NAME OF THE GREATER ROCHESTER  
INTERNATIONAL AIRPORT TO THE FREDERICK DOUGLASS - GREATER  
ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT  
AUTHORITY, as follows:

Section 1. The Administrative Director is hereby authorized to amend Monroe County Airport Authority documents to change the name of the Greater Rochester International Airport to the Frederick Douglass - Greater Rochester International Airport in each such document.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: March 17, 2021

Vote: 6-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,  
Monroe County Airport Authority, do hereby  
certify that the within Resolution was duly  
adopted by the Monroe County Airport  
Authority at a General Meeting held March 17, 2021

Dated: *march 17, 2021*

  
Donald L. Crumb, Jr., Esq., Assistant Secretary